

	ADDITIONAL COMPENSATION BENEFITS	Operations Order 4.2.03
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1. **FIELD TRAINING OFFICERS (FTOs) PAY** - Field Training Officers will receive an additional five percent of their regular rate of pay for every day they are assigned to an officially authorized Field Training position within the Patrol Division.

- This five percent applies to all hours worked, including holdover, court overtime, and compensatory time conversion to cash.

2. **DIFFERENTIAL PAY**

- A. Types of Differential Pay - Employees will receive compensation in addition to their base hourly rate of pay for working either or both of the two types of shifts defined below.

TYPE	DESCRIPTION
Night Shift Differential	A night shift that ends at or after 2200 hours.
Weekend Differential	Any shift beginning at or after 1400 hours on Friday through any shift or any portion of a shift beginning at or before but not after 2359 hours on Sunday.

- B. Compensation

- (1) The rate of compensation will be specified in individual unit agreements.
- (2) Employees will receive pay differential only for hours scheduled and worked.
- (3) Employees will not receive pay differential while on paid leave.

3. **SIGN LANGUAGE AND FOREIGN LANGUAGE INTERPRETATION AND TRANSLATION**

- A. Compensation

- (1) Employees who meet linguistic skills or signing qualifications, as determined by a review panel or language fluency evaluation approved by management, will be compensated at \$10 per hour in addition to their base pay.
- (2) Compensation will be calculated to the nearest quarter hour.

- B. Authorization for Compensation - Compensation must be authorized by a sworn supervisor and must include:

- (1) Interpretation was authorized prior to actual interpretation or translation.
- (2) Verbal, written, or sign interpretation was in excess of seven consecutive minutes per occurrence, while conducting any assigned formal police investigation.

- C. Linguistic Skills Form - A [Linguistic Skills Form \(80-30D Rev. 10/02\)](#) may be completed for all translation occurrences in excess of seven consecutive minutes, rounded to the nearest quarter hour; i.e., 19 minutes of translation will be compensated at 15 minutes compensation.

- (1) The approved Linguistic Skills Form will be forwarded to the Fiscal Management Bureau for payment on a weekly basis.
- (2) All occurrences of translation will be listed individually on the back of the form; multiple forms may be submitted per week.

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3. D. Certification Process

Spanish Speaking Evaluation Committee	The Committee will evaluate the Spanish speaking and writing ability of employees seeking certification as interpreters of the Spanish language. • The committee will assess the ability of the sworn employee to conduct a formal police investigation using the Spanish language. • The committee will notify the Fiscal Management Bureau of the certification of the sworn employee so that the employee may be compensated as specified above.
Certification in Languages Other Than Spanish	• Employees who desire certification in languages other than Spanish may be evaluated at the expense of the employee. • An approved list of certifying organizations may be obtained from the Career Enhancement Program coordinator in the Fiscal Management Bureau. • The employee will be tested in the following areas: * Comprehension * Speaking fluency * Use of proper grammar in conversation * Spelling and writing ability * Pronunciation * Level of communication • A written evaluation report will be provided to the employee at the conclusion of the test. • The employee must provide a copy of the written report to the Fiscal Management Bureau so that the employee may be certified for compensation. • The report must show that the employee has the ability to conduct a formal police investigation in the language tested.
Sign Language Interpreter	• Employees wishing to be certified as sign language interpreters must obtain certification through the Interpreter Quality Assurance System (IQAS), P.O. Box 40922, Tucson, Arizona 85717. • IQAS Level V certification is recommended for interpreting in a formal police investigation.

4. **PRE-BRIEFING TIME**

A. General Guidelines

- (1) Sergeants assigned to the following work units, who brief an assigned squad on a regular basis, are eligible for pre-briefing time compensation.
 - Patrol Division
 - Traffic Enforcement Unit
 - Neighborhood Response Unit
 - Airport Unit
- (2) Pre-briefing time is intended to allow sergeants to perform briefing preparation tasks.

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4. B. Compensation

- (1) Eligible sergeants must conduct briefings on at least one-half of their normal work days during a given pay period to receive compensation.
- (2) Eligible sergeants will be compensated for 1.5 hours of overtime per pay period, paid at time and one-half.
- (3) All patrol lieutenants will be compensated for 1.5 hours of overtime per pay period, paid at time and one-half, for briefing the relieving shift commander.
- (4) Compensation will be requested by checking the PRE-BRIEFING category on an overtime slip.

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